DRUG ACCOUNTABILITY/ INVENTORY INTERFACE

USER MANUAL

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Department of Veterans Affairs
VistA Health Systems Design & Development

Revision History

Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. Either update the existing manual with the Change Pages document, or replace it with the updated manual.

Note: The Change Pages document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revision Pages	Patch Number	Description
06/06	vi-vii, 29, 32, 38-38b, 75-78	PSA*3*51	Added Setup Mail Message Recipients [PSA MSG RECIPIENTS] and new Outdated Medications [PSA OUTDATED MEDICATIONS] options to the Pharmacy Location Maintenance Menu of the Prime Vendor Interface Menu. TOC, Index updates (H. Whitley, PM, V. Howell, Tech Writer)
10/05	54	PSA*3*53	The MailMan message was also sent to the holders of either the PSAMGR and PSDMGR keys, now it will only be sent to the PSA NDC UPDATES group. Only one message will be sent per invoice. (C. Greening, PM; T. Dawson, Tech Writer)
08/05	5, 6, 9, 21, 23, 24, 38, 39, 40, 44, 47, 50, 57 49, 49a, 49b, 51-52, 53, 53a, 53b, 54, 54a, 54b 75-78	PSA*3*42	Added acronym for Price Per Order Unit (PPOU), Price Per Dispense Unit (PPDU), and Dispense Units per Order Unit (DUOU). Changed to reflect modification in criteria to be met for drug pricing to be updated in the pharmacy files, and for the introduction of new reports to aid in reviewing variances between invoice and facility drug element values. Index update. (C. Greening, PM; T. Dawson, Tech Writer)
04/04	Vii 65 66-68 68a & 68b	PSA*3*41	In the Table of Contents, included sections 4.1. and 4.2. and corrected the page number for Chapter 6, the Index. Updated the first paragraph to include the new patch number. Added the subhead and numbering for section 4.1. Replaced the “Example: Error Screen for Any Failed Security Measures.” Removed the “Example: Successful Security Measures Screen” and related Note on page 66, resulting in the copy at the top of the page being changed, and the section being repaginated. Updated the “Example: Upload Status Report via MailMan” with the new data and date information. Included the new section “4.2. Unable to Locate the Invoice File.”

Date	Revision Pages	Patch Number	Description
06/03	All	PSA*3*26	Updated manual to current Standards. Added information about new GUI Upload program, and deleted Prime Vendor information.
02/02	iia-iib; v-vi; 1-(2); 63-64; 91-92b; 107-110.	PSA*3*21	Add Revision History pages iia and iib. Replace pages v and vi with updated Table of Contents. Remove intranet information from Introduction. Replace pages 63-64 with revised Chapter Three Orders Menu of Section Two Prime Vendor Interface Menu. Replace pages 91-92 with pages 91-92b. Added new options to Chapter Three Orders Menu of Section Two Prime Vendor Interface Menu: Edit Verified Invoices, Delete Un-processed Invoices, and Setup Mail Message Recipients. Update Index to include new options; text shifted. Pages in parentheses not changed but included for two-sided copying.
10/97			Original Released User Manual.

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3. Section Two: Prime Vendor Interface Menu

[PSA PRIME VENDOR INTERFACE]

The *Prime Vendor Interface Menu* assists in the maintaining a perpetual drug inventory by interfacing with the prime vendor's invoice data.

Example: Prime Vendor Interface Menu

```
1      Pharmacy Location Maintenance Menu ...
2      Dispensing Menu ...
3      Orders Menu ...
4      Maintenance Reports Menu ...
```

3.1 Pharmacy Location Maintenance Menu

[PSA PV LOCATION MENU]

The *Pharmacy Location Maintenance Menu* contains options that set up and edit pharmacy locations. The drug balances can be initialized and adjusted. A new drug can be added to a pharmacy location or existing drug balances can be displayed. The drug stock and reorder levels can be entered and edited.

Example: Pharmacy Location Maintenance Menu

```
1      Set Up/Edit a Pharmacy Location
2      Balance Adjustments
3      Balance Initialization
4      Enter/Edit a Drug
5      Enter/Edit Stock and Reorder Levels
6      Transfer Drugs Between Pharmacies
7      Setup Mail Message Recipients
8      Outdated Medications
```

3.1.1 Set Up/Edit a Pharmacy Location

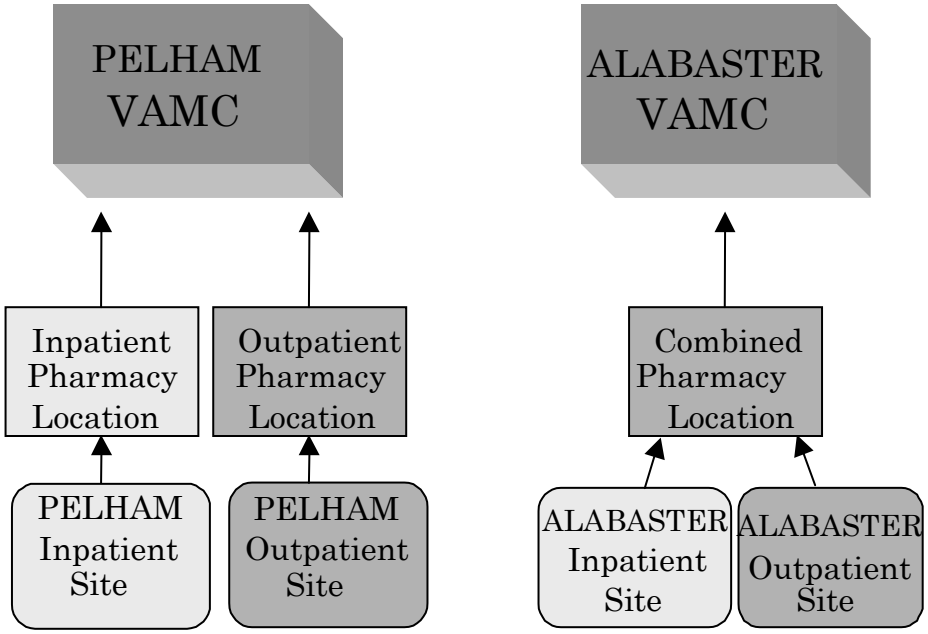
[PSA LOCATION EDIT]

The *Set Up/Edit a Pharmacy Location* option creates and edits a pharmacy location. The pharmacy location's name, location type, and drugs can be entered and edited. If it is an Inpatient pharmacy location, wards can also be linked and unlinked. If it is an Outpatient pharmacy location, IV rooms can be linked and unlinked.

Creating the Pharmacy Location

About Pharmacy Locations

Locations are Outpatient (OP), Inpatient (IP), or a Combined (IP/OP). More than one location is available - even more than one type of location (for instance, a multi-divisional facility might procure for several combined locations).



Create a location for each Inpatient or Outpatient site in order to track drug balances separately. Or, create a Combined location, like ALABASTER, that tracks Inpatient and Outpatient drug balances together.

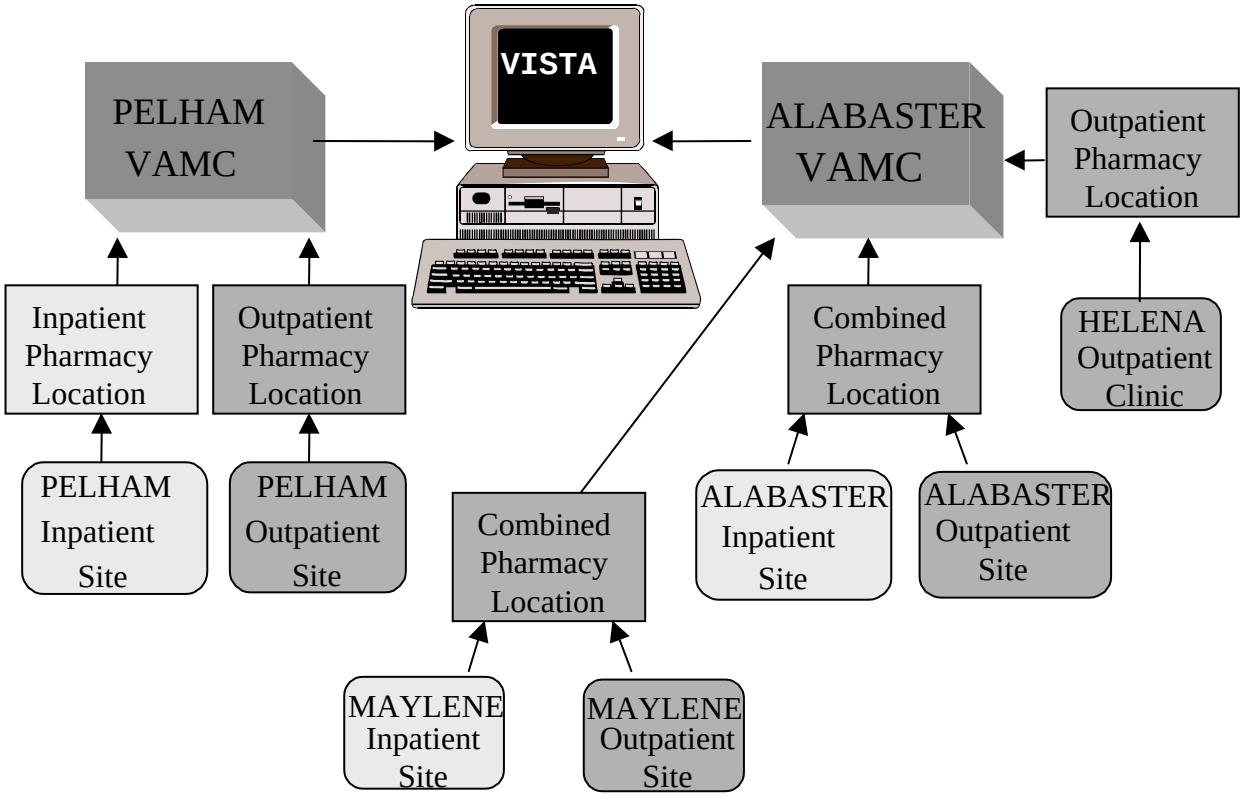
Choosing a Site Name

How the site will track the drugs will depend on the type of pharmacy location that is chosen.

The three choices are Inpatient, Outpatient, or Combined.

- Inpatient: will track drugs only in the Inpatient dispensing site.
- Outpatient: will track drugs only in the Outpatient pharmacy/clinic.
- Combined: tracks all the drugs together in the Inpatient dispensing site and the Outpatient pharmacy/clinic. Only one total per drug is received.

A site is the physical location where drugs are stored and dispensed. If the facility maintains more than one Inpatient or Outpatient site, the user will be asked to choose a site for this pharmacy location.



Multi-divisional facilities can track drugs in a variety of locations.

Entering Wards for Inpatient Sites

Assign wards to each Inpatient site. Each ward can be connected to only one Inpatient site. This information affects the gathering of IV and Unit Dose dispensing data.

Example: Create a Pharmacy Location—Single Inpatient

```
Select Prime Vendor Interface Menu Option: 1  Pharmacy Location Maintenance Menu


   1      Set Up/Edit a Pharmacy Location
   2      Balance Adjustments
   3      Balance Initialization
   4      Enter/Edit a Drug
   5      Enter/Edit Stock and Reorder Levels
   6      Transfer Drugs Between Pharmacies
   7      Setup Mail Message Recipients
   8      Outdated Medications


Select Pharmacy Location Maintenance Menu Option: 1  Set Up/Edit a Pharmacy Location

     Select one of the following:

          1         INPATIENT
          2         OUTPATIENT
          3         COMBINED (IP/OP)

Select Pharmacy type: 1  INPATIENT

Creating INPATIENT
For the purpose of collecting Unit Dose and IV dispensing data,
any ward at which such dispensing might ever occur should be added.
The ONLY reason to NOT add a ward would be if the dispensing at that ward
should NOT update COMBINED (IP/OP).

                           [There is NO harm in adding inactive wards.]

INPATIENT is linked to 1 WEST, 1 SOUTH, 1 NORTH, 2 WEST, 2 SOUTH, 2 NORTH,

2 EAST, 1 EAST, 3 WEST, 3 EAST, 3 SOUTH, 4 EAST, 4 NORTH, 5 WEST, 5 EAST,

5 SOUTH, 6 WEST, 6 SOUTH, 7 EAST, 7 WEST, 8 EAST, 8 WEST.

Add/edit drugs? No// <Enter> NO

Maintain reorder levels: YES// <Enter>
Days to keep invoice data: 180
Inactive Date: <Enter>
```

Example: Transfer Drugs between Pharmacies

```
COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
Select DRUG: ACETAMINOPHEN 325MG TAB             CN103

     Dispense Unit: TAB            Current Balance: 60

Enter Quantity to Transfer:  (1-60): 10
```

Select the drug and number of dispense units to be transferred.

```
Choose the pharmacy location receiving the transferred drugs:

 1  INPATIENT: PELHAM (IP)
 2  OUTPATIENT: HELENA (OP)

Select Transfer to Pharmacy:  (1-2): 2
```

Select the pharmacy that will receive the drug. Its balance will be increased when the transfer is complete.

```
INPATIENT: HELENA (OP) does not stock ACETAMINOPHEN 325MG TAB!

Do you want to continue? YES
```

Answer yes if it is okay to now stock this drug in the receiving pharmacy location.

```
------------------------------------------------------------------------------
ACETAMINOPHEN 325MG TAB
Transferring: 10 (TAB)

From: COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
To  : OUTPATIENT: HELENA (OP)
------------------------------------------------------------------------------

Is this OK? NO// YES

Updating pharmacy on-hand balances now.............
Done!
```

If the displayed transfer information is correct, enter **YES**. The drug balance in the transferring pharmacy location is decreased. The drug balance in the receiving pharmacy location is increased. If the drug is new to the receiving pharmacy location, a mail message is sent to holders of the PSAMGR key letting them know that a new drug is being added to that location. The mail message lists the drug, dispense unit, number of dispense units transferred, pharmacist who initiated the transfer, transferring pharmacy location, and the receiving pharmacy location.

```
COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
Select DRUG: <Enter>

----------------------------------------report continues----------------------------------------
```

If there are more drugs to be transferred to the ***same*** pharmacy location, the user can select them now. If not, press **<ENTER>** to select the next transferring pharmacy location.

Example: Transfer Drugs between Pharmacies

```
Choose the pharmacy location transferring the drugs:

 1  COMBINED (IP/OP): ALABASTER VAMC IP (IP) ALABASTER VAMC OP (OP)
 2  INPATIENT: PELHAM (IP)
 3  OUTPATIENT: HELENA (OP)

Select Transfer from Pharmacy:  (1-3): ^
```

If the user wants to transfer drugs from another pharmacy location, select that location now. If the user is finished transferring drugs, enter <^>.

```
Print transfer signature sheets? Y// <Enter>

DEVICE: HOME// [Select Print Device]
```

A DRUG TRANSFER BETWEEN PHARMACIES SIGNATURE SHEET can be printed at this time for all the transfers just entered. This sheet prints the transfer data for each unique combination of pharmacy locations. It is used to record the signature of the person who received the drugs. See the *Transfer Signature Sheet* option for an example of this sheet.

3.1.7 Setup Mail Message Recipients [PSA MSG RECIPIENTS]

The *Setup Mail Message Recipients* option is used to enter/delete personnel from the two mail groups used for notifying personnel of a change in NDC and/or Drug Price, and when drugs are below reorder levels.

See Section 3.3.7 under the Orders Manu for more detailed information.

This option is locked with the PSAMGR key.

3.1.8 Outdated Medications [PSA OUTDATED MEDICATIONS]

The *Outdated Medications* option gives the user the ability to select and store drugs that are to be returned to the manufacturer.

This option is locked with the PSAMGR key.

NOTES:
Marking a drug as Returned to Manufacturer does not create any adjustment to inventory quantities.
This option should only be used for non-controlled substances. Controlled substances that are to be returned should be documented in the Controlled Substances package.

Example: Enter Outdated Medications to Return to Manufacturer

```
Select Drug Accountability Menu Option: PHARmacy Location Maintenance Menu
Select Pharmacy Location Maintenance Menu Option: 8  Outdated Medications

     Select one of the following:

          1 Print Report
          2 Enter drugs Return to Manufacturer

Enter response: 2_ Enter drugs Return to Manufacturer

Scan Drug barcode or enter a drug name :
```

At this point you can scan a barcode to enter the drug.

```
Scan Drug barcode or enter a drug name: 028105004806
```

The software is programmed to try to match the item in several different ways. If the item cannot be located, the user will prompted to enter a drug name.

```
Select Drug : ACETA
     1   ACETAMINOPHEN 1000MG TABLET           CN100
     2   ACETAMINOPHEN 325MG C.T.           CN103
     3   ACETAMINOPHEN 325MG TABLET           CN103
     4   ACETAMINOPHEN 650MG SUPPOS.           CN103       02-03-01
     5   ACETAMINOPHEN ELIX. 160MG/5ML 4OZ           CN103
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 3  ACETAMINOPHEN 325MG TABLET
```

Once the correct drug is entered, additional information is requested.

```
Number of containers :  1

Quantity being returned: :  100

Package type: BT//  <Enter>  BOTTLE
Is it ok to file the data entered?  YES//
Updating Destruction holding file.
Updating Drug Accountability Transaction file.

Enter RETURN to continue or '^' to exit: ^
```

Pressing the Enter key automatically selects the default value shown to the left of the double slashes

After all items have been selected, the program will ask if a report is desired.

```
Would you like to print the returns report ? YES// <Enter>


If you are returning the items to the manufacturer at this time, the program
will add today's date to the item to show when it was actually returned.

Are you returning the items to the manufacturer at this time? YES// <Enter>
```

The default start date for the report is 90 days in the past. In this example the report was requested on January 11, 2006.

```
Beginning Date: OCT 13, 2005//  <Enter>  (OCT 13, 2005)

DEVICE: HOME//   <Enter>  GENERIC INCOMING TELNET
```

This report can also be run when the manufacturer arrives to receive the medications. When the report is generated, the date is added to the item in the file for future reference.

3.2 Dispensing Menu
[PSA DISPENSING MENU]

The *Dispensing Menu* contains options that assist with the gathering of dispensing activity from other Pharmacy packages.

Example: Dispensing Menu

```
   1      IV Dispensing (Single Drug)
   2      IV Dispensing (All Drugs)
   3      Outpatient Dispensing (Single Drug)
   4      Outpatient Dispensing (All Drugs)
```

3.2.1 IV Dispensing (Single Drug)
[PSA IV SINGLE]

The *IV Dispensing (Single Drug)* option collects IV dispensing information for a single drug in a location from the IV STATS file (#50.8). If present, the last IV collection date is used as a starting point. Otherwise, the user-selected date is used. The *Drug Transaction History* option can be run to produce a report with which to verify dispensing information. The report lists the pharmacy location that dispensed the IV, the date it was dispensed, total dispensed, price per dispense unit (PPDU), and total cost.

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